



HUMAN RESOURCES, Texas Commission on Fire Protection
Mailing Address: PO Box 2286, Austin Texas 78768-2286
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JOB ANNOUNCEMENT

Executive Director	GROUP EXEMPT/3	JOB NO. 20130701
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APPLICATION DATES: July 17, 2013 – Until filled MONTHLY SALARY: \$7,716.66
LOCATION: Austin, Texas TRAVEL: Less than 10%
FIRST REVIEW DATE: August 19, 2013; Applications accepted until job offer is made

JOB SUMMARY

The executive director is selected by and serves at the will of the Commission. The executive director is the chief executive officer and administrative officer of the agency. It is the responsibility of the executive director to accomplish the agency’s statutory requirements, goals, and objectives; and to implement statutes, rules and regulations that govern the Texas fire service. The executive director recommends and participates in the Commission’s formulation of its mission, strategic plan, appropriation requests, policies, and rules; and within that framework plans, organizes, coordinates, oversees, directs and evaluates programs, activities, and agency staff.

ESSENTIAL JOB FUNCTIONS

- Serve as the Commission’s spokesperson and representative on all legislative issues and work directly with legislators for the benefit of the agency’s stakeholders, customers, and constituents.
- Provide visionary, innovative, and collaborative leadership in advancing the work of the Commission.
- Effectively communicate with agency stakeholders, including: commissioners; federal, state and local governmental agencies; individuals and organizations.
- Develop and execute the agency’s operating budget and effectively coordinates the process with the Office of the Governor, the Legislative Budget Board, and appropriate legislative committees.
- Prepare and submit reports, communicate agency functions, and testify before the Texas Legislature.
- Plan, coordinate and complete other duties as assigned by the Commission.

MINIMUM QUALIFICATIONS

- Graduation from an accredited four-year college or university with major course work in management, public administration, business, or public affairs, or course work relevant to assignment.
- Five years of executive or administrative management experience.
- Demonstrated leadership working in state government, in executive management, or in fire safety or certification programs.
- Experience in leading strategic planning for long-range goals.
- Record of successful experience in policy administration, budgeting, and planning for a governmental/private entity.
- Demonstrated ability to direct an organization, evaluate program performance, and implement effective solutions to ensure ongoing program refinement and enhancement for improvement.
- Demonstrated ability to forge effective coalitions and engage outside groups and decision makers to achieve organizational goals.
- Demonstrated ability to work successfully with legislative, governmental, or diverse policy-making body processes.
- Demonstrated ability to speak persuasively before groups and provide information and testimony to elected and appointed officials.
- Demonstrated ability to communicate effectively, orally and in writing.

PREFERRED QUALIFICATIONS

- Advanced academic degree (Master’s or above) in one or more of the following: management, public administration, business, public affairs, or other related fields.
- Fire service experience.
- Experience working in a regulatory agency.
- Knowledge of National Fire Protection Association Standards associated with fire safety.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the Texas Government Code Chapter 419, Texas Commission on Fire Protection.
- Knowledge of the Texas legislative and appropriation process.
- Ability to instruct and lead staff to achieve goals.
- Ability to write and speak clearly and persuasively.
- Strong leadership skills and ability to manage and/or oversee the day-to-day operations of a state agency.
- The selected candidate must:
 1. Successfully pass a criminal history background check,
 2. Be able to obtain a state travel credit card, and
 3. Have the ability to travel.

APPLICATION INSTRUCTIONS

For this position, the following materials are required. Please submit them via email to [TCFP Human Resources](#).*

- 1) Letter of interest.
- 2) Résumé.
- 3) Completed [State of Texas Job Application](#).
- 4) Completed [Qualification Data Sheet](#).

Important Note: Application packets must include all four (4) documents above. Incomplete application packets are not forwarded to selection committee. Applicants will receive confirmation from Human Resources. **Applicants must be available for an in-person interview with the full commission on October 2, 2013, in Austin, Texas.** The agency does not reimburse for interviewee travel expenses.

*You may also submit application via US Mail to the mailing address above, attention: **Human Resources**.

The Texas Commission on Fire Protection is an Equal Opportunity Employer

The Texas Commission on Fire Protection does not discriminate on the basis of race, color, age, national origin, gender, religion or disability. Applicants from underrepresented groups are encouraged to apply. Form DD-214 is required for all applicants declaring veteran status. Your application for employment with this agency may subject you to a criminal background check. *Please Note:* Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Thank you for considering employment with the Texas Commission on Fire Protection.